

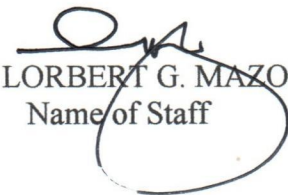
COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: Lorbert G. Mazo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.290
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.715

TOTAL NUMERICAL RATING: 4.715
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____
FINAL NUMERICAL RATING _____
ADJECTIVAL RATING: Outstanding

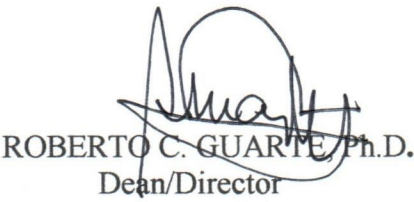
Prepared by:


LORBERT G. MAZO
Name of Staff

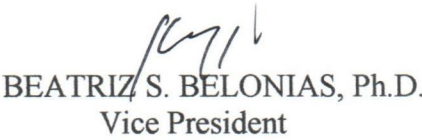
Recommending Approval:

Reviewed by:


ARTHUR T. TAMBONG, FPSAE
Department/Office Head


ROBERTO C. GUARITE, Ph.D.
Dean/Director

Approved:


BEATRIZ S. BELONIAS, Ph.D.
Vice President

	b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)								RCG, AIT & DLST are all engaged in research
	c. Producing technologies for commercialization or livelihood improvement	Assisting	100%	100%	5	5	4	4.67	RCG - solar lighting; AIT - employment generation from FS; DLST -processing machines commercializatn.
	d. whose research work resulted in an extension program	Assisting	0%	33%	5	5	4	4.67	RCG renewable energy research
	Total Points:			Subtotal:				29.00	
UMFO 2.	HIGHER EDUCATION SERVICES								
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Assisting							No BS teaching load
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Assisting	100%	100%	5	5	5	5.00	BSAE & BSABE
	PI 3: Average percentage passing in licensure exam (first takers, June 2019 graduates)	Assisting	60%	84%	5	5	5	5.00	21/25 or 84.00% for 1st takers, 25/34 or 73.53% overall
	PI 4: Percentage of first time licensure exam takers who passed the licanure exam (compared to previous year's percentage)	Assisting	100%	121%	5	5	5	5.00	Computation: 100%+((84-69.23)/69.23 x100%); Previous Yr Passing: 69.23% = 121%
	PI 5: Number of students who graduated within the prescribed period	Assisting	60%	91%	5	5	5	5.00	20 of 22
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Assisting	5%	110.98%	5	5	5	5.00	Last yr graduates: 14/17 or 82%
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	Assisting	82%	100%	5	5	5	5.00	All graduates are employed (based on student monitoring feedback)
	PI 8: Number of academe/industry linkages established	Assisting	1	8	5	5	5	5.00	8 OJT New Linkages: NIA-Manila, NIA-Tacloban, NIA-Ormoc, DA-R7, DA-R8, SRA-Negros Occ., LGU-Negros Occ., LGU-Ormoc
	PI 9: Number of thesis/special problems of students:								

	a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio outlines approved	Assisting	10	21	5	5	5	5.00	21 BS Thesis/OJT outlines approved
	a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio reports/manuscripts approved	Assisting	10	21	5	5	5	5.00	21 BS Thesis/OJT manuscripts approved
	PI 10: Number of student organizations advised/assisted	Facilitating							AIT & JJDL: PSABE-VSC; RCG: CoE-SSC; AIT: CBI-International VSU Chapter
	PI 11: Number of instructional materials developed/revised								
	a. OBE-compliant syllabi	Workforce	4	8	5	5	4	4.67	AIT-2, RCG-2, MEC-1, TFS-1, FLS-1, TFS-1
	b. Teaching guides/Student guides/Laboratory Manuals	Workforce	1	1	5	4	4	4.33	AIT-1
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Workforce	4	6	5	5	4	4.67	PowerPoint visual mats: AIT-1, RCG-1, MEC-1, TFS-1, JJDL-1, FLS-1
	d. On-line interactive learning resources per subject	Workforce	0	1	5	4	4	4.33	AIT-1: Bytex Feasibility Analyzer Datasets Version 2019 (interactive but offline or on classroom only)
	PI 12: Number of instruction-related awards								
	Number of national student awards	Assisting	0	8	5	5	5	5.00	NAT'L Major Award - 1: Allen Glen Gil - Most Outstanding ABE Student Leader awarded by PSABE National Chapter; NAT'L Student Awards - 7: Various Awards Obtained during the PSABE Nat'l Conventn, Bacolod, April 2019 - AutoCAD, Harvester Parts Identificatn, Dance, PSABE Chapter Video, Ms. ABE, Mr. ABE
	Number of honor graduates	Assisting	2	1	5	5	5	5.00	Fatima Gumamac, BSAE - Cum Laude; (2 board topnotchers-Top 3 & Top 7; placed under additional outputs)
	Total Points			Subtotal:				73.00	

UMFO 3. RESEARCH SERVICES									
	PI 1. Number of research proposals submitted	Assisting	1	7	5	5	4	4.67	DA-BAR Propsal: AIT-1; DOST-CRADLE Proposal: RCG-1; CHED Proposals: RCG-1, TFS-1, JJDL-1, TFS-1; DOST Balik Scientist Propsal: ROC -1
	PI 2. Number of research proposals approved	Assisting	1	1	5	4	4	4.33	DOST Balik Scientist Project: ROC -1
	PI 3. Number of research studies conducted	Assisting	6	1	5	5	4	4.67	DOST Balik Scientist Roject: ROC -1
	PI 4. Number of research projects/studies completed within the year	Assisting	3	4	5	5	4	4.67	4 Climate Change Studies: AIT-1, MEC-1, TFS-1, JJDL-1
	PI 5. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences								
	<i>In int'l fora/conferences</i>	Assisting	0	0	N/A	3	4	3.50	No opportunity yet
	<i>In nat'l fora/conferences</i>	Assisting	1	1	5	4	4	4.33	In PSABE Nat'l Convention: AIT-1
	<i>In reg'l fora/conferences</i>	Assisting	1	1	5	4	4	4.33	AIT-1 in ATI, Isabela
	<i>In institutional fora/conferences</i>	Assisting	2	3	5	5	4	4.67	AIT-2 in OVPRE, ATI-VSU; RCG-1 in OVPRE
	PI 6. Number of paper submitted for publication in internationally indexed journals	Assisting	0	1	5	4	4	4.33	AIT-1: EB Journal (Europe)
	PI 7. Number of published papers in peer-reviewed journals								
	<i>In refereed int'l journals</i>	Assisting	0	0	N/A	3	4	3.50	None published yet
	<i>In refereed nat'l journals</i>	Assisting	0	0	N/A	3	4	3.50	None published yet
	<i>In institutional journals</i>	Assisting	0	0	N/A	3	4	3.50	None published yet
	PI 8. Number of patents/Utility Models/copyrights filed and registered	Assisting	1	3	5	5	4	4.67	AIT-3 Copyrights: Bytex Feasibility Analyzer Datasets Version 2019, Global Food Security System Version 3, Open Channel Designer Ver. 2
	PI 9. Amount of research money generated from external funding (Thousand PHP)	Assisting	0	465	5	5	4	4.67	DOST Balik Scientist Sponsorship
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)	Assisting	50	100	5	5	4	4.67	RCG Researches

	PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries	Assisting	0	4	5	5	5	5.00	4 Climate Change Studies utilized by PAGASA: AIT-1, MEC-1, TFS-1, JJDL-1
	PI 12. Number of research-related awards (research conducted by faculty or students with faculty)	Assisting	0	0	N/A	3	4	3.50	Many papers presented, unfortunately no award received so far
	Total Points			Subtotal:				155.50	
UMFO 4.	EXTENSION SERVICES								
	PI 1: Number of trainees weighted by the length of training (man-hours)	Assisting	240	2,690	5	5	5	5.00	ROC (Balik Scientist): Biodiesel Production Training at RERC; AG: TESDA-VSU Training co-managed with ME Dept.
	PI 2: Number of trainings conducted	Assisting	1	2	5	5	5	5.00	ROC: Biodiesel Production; AG: TESDA-VSU Training co-managed with ME Dept.
	PI 3: Number of IEC materials/techno-guides developed/used	Assisting	1	2	5	5	5	5.00	RCG-1: Solar Technoguide; AIT-1: ABE Brochure for Incoming Students
	PI 4: Number of beneficiaries served								
	Groups	Assisting	2	9	5	5	5	5.00	1 Biogas Training Batch; 3 RERC Field Trip Groups; 4 Senior High Schools: VSULHS, Ormoc, Hilongos, & Baybay; 1 TESDA Training Batch
	Individuals	Assisting	15	255	5	5	5	5.00	Biogas Training=50 persns; RERC Field Trips = 100 persons; Senior High Schools = 80 students from VSULHS, Ormoc, Hilongos, & Baybay; TESDA Training=25 persns
	PI 5: Number of technical/expert services provided/rendered								
	Research Mentoring	Assisting	1	2	5	5	5	5.00	RCG-1 & AIT-1: Separate research mentorings to junior DABE faculty
	Peer reviewers/Panelists								AIT-1: Journal of Society & Technoly

	Resource Person								RCG-2: CHED-TPET; AIT-4: ATI Trainings in Isabela and VSU; 2 Board Reviews handled in MSU-Gensan & SPAMAST-Digos
	Convenor/Organizer	Assisting	1	1	5	4	4	4.33	RCG-1:CHED-TPET Forum
	Consultancy								AIT-2 Feasibility Study Consultancy at Kurin, Manadaue City & DBSN Farms; RCG-1, ROC-1: DBSN Farms Biodiesel Concerns
	Evaluator	Assisting	N/A	N/A					All Faculty as Thesis/OJT evaluators
	PI 6: Number of extension projects conducted	Assisting	1	3	5	5	4	4.67	ROC: Biogas Training at RERC; AG: TESDA-VSU Trainings co-managed with ME Dept.; RCG: Field Trips hosting
	PI 7: Number of extension proposals submitted	Assisting	1	1	5	5	4	4.67	TESDA-VSU Trainings co-managed with ME Dept.
	PI 8: Number of extension proposal approved	Assisting	1	1	5	5	4	4.67	TESDA-VSU Trainings co-managed with ME Dept.
	PI 9: Amount of extension money generated from external funding (Thousand PhP)	Assisting	0	100	5	5	4	4.67	TESDA-VSU Trainings co-managed with ME Dept.
	PI 10: Amount of extension money generated from institutional funding (Thousand PhP)	Assisting	30	100	5	5	4	4.67	VSU Counterpart in kind
	PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	Assisting	60%	100%	5	5	4	4.67	TESDA-VSU Trainings co-managed with ME Dept.
	PI 12: Number of extension-related awards (extension conducted by faculty or student and faculty)	Assisting	0	0	N/A	3	4	3.50	No opportunity yet
	Total Points			Subtotal:				65.83	
UMFO 5.	SUPPORT TO OPERATIONS (STO)								
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced degree programs	Support	2	2	5	5	4	4.67	Engr. Eldon De Padua & Engr. Ma. Grace Sumaria
OVPI MFO 2. Faculty Recruiting/Hiring Services									
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM	Support	0	N/A					N/A, none hired during the period

OVPI MFO 3. Faculty Evaluation Services

	PI 3: Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university	Support	1	2	5	5	5	5.00	RCG-1: ISO Workshops
	PI 4: Number of seminars/trainings/conventions/workshops outside the university	Support	2	2	5	5	4	4.67	RCG-1:CHED-TPET Workshops
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Support	60%	100%	5	5	4	4.67	All faculty were rated VS or higher on the average
	PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated	Support	3	3	5	5	4	4.67	Undergrad Theses Review, MS Theses Review, OJT Reports Review

OVPI MFO 4. Program and Institutional Accreditation Services

	PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	Workforce	1	2	5	5	5	5.00	BSAE & BSABE
	PI 2: Degree program compliant with CHED requirements	Workforce	1	2	5	5	5	5.00	BSAE & BSABE
	PI 2a. QMS on faculty recruitment, development	Workforce			N/A	N/A	N/A		Not applicable

UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES

	PI 1. Number of Risk Assessment/Review conducted	Support	1	1	5	5	5	5.00	DAE Risk Assessment in coordination with Dean's Office
	PI 2. Number of risks identified	Support	5	10	5	5	5	5.00	10 Risks identified
	PI 3. Number of risks addressed/minimized	Support	5	10	5	5	5	5.00	10 Risks minimized
	PI 4: Number of legitimate complaints received	Support	0	0	5	5	5	5.00	Outstanding; none received
	PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescribed period	Support	100%	100%	5	5	5	5.00	100% or equivalent to "no complaint to comply"

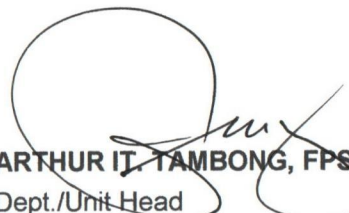
	PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
	Board Topnotchers	Support	0	2	5	5	5	5.00	2 ABE Board Exam Topnochers: Top 3 - Gerald Ompod, Top 7 - Donna Pagliawan
	International Accreditation	Workforce	0	1	5	5	5	5.00	1 International Accreditation obtained - Washington Accord
	Nationa Accreditation	Workforce	0	1	5	5	5	5.00	AACCUP Level 3 Phase 2 (2nd to highest level)
	Regional Accreditation	Workforce	0	1	5	5	5	5.00	CHED-RQAT Region VIII
	Number of DOST Balik Scientists Hosted	Support	0	1	5	5	5	5.00	1 DOST Balik Scientist hosted at RERC - Dr. Rico O. Cruz
	Number of Field Trips Entertained	Support	0	4	5	5	5	5.00	4 Field Trips Oriented at RERC
				Subtotal:				55.00	
Total Over-all Rating					329.000				
Average Rating					4.700				
Adiectival Rating					Outstanding				

LEGEND: AIT - Arthur It. Tambong; RCG - Roberto C. Guarte; MBL-Manolo B. Loreto; MEC - Manuel C. Casangcapan; TFS - Triana F. Soroño; JJDL - Jessie James D. Layan; FLS - Feliciano L. Sinon Jr.
DLST - Daniel Leslie S. Tan; ROC - Rico O. Cruz (DOST Balik Scientist hosted at RERC); LGM - Lorbert G. Mazo; AG - Alan Guarte

**Comments &
Recommendations for
Development Purpose:**

*Enhance participation in
reasearch & extension.*

Evaluated/Rated by:


ARTHUR IT. TAMBONG, FPSAE
Dept./Unit Head
Date: _____

Recommending Approval:


ROBERTO C. GUARTE, Ph.D.
Dean/Director
Date: _____

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
Vice President
Date: _____

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: Mr. Lorbert G. Mazo

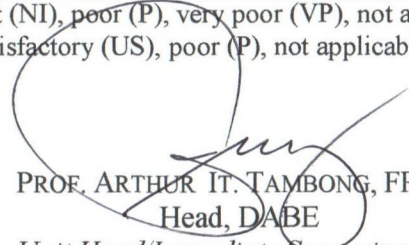
Period: January-June 2019

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teaching in MS Courses	Grade reports	1-2-2019	6-30-2019	6-30-2019	NA	NA	Not Teaching MS
2	Teaching in BS Courses	Grade reports	1-2-2019	6-30-2019	6-30-2019	NA	NA	Not Teaching
3	Research	Research support	1-2-2019	6-30-2019	6-30-2019	I	VS	Improve more
4	Extension	Extension support	1-2-2019	6-30-2019	6-30-2019	I	VS	Improve more
5	Support to operations	Documents and services	1-2-2019	6-30-2019	6-30-2019	VI	O	Improve more
6	General administration & support services	Documents and services	1-2-2019	6-30-2019	6-30-2019	VI	O	Improve more
7	ISO preparations	Documents and services	1-2-2019	6-30-2019	6-30-2019	VI	O	Improve more

* Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP), not applicable (NA)

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P), not applicable (NA)

Prepared by:


PROF. ARTHUR IT. TAMBONG, FPSAE
Head, DABE
Unit Head/Immediate Supervisor

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2019
 Name of Staff: Lorbert G. Mazo Position: Lab. Tech.

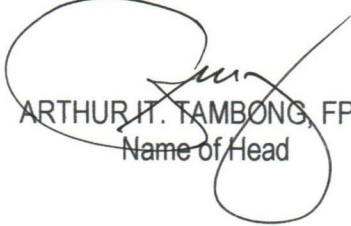
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1
2.	Makes self-available to clients even beyond official time	(5)	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	(4)	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	(5)	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	(5)	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	(4)	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	(5)	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	(5)	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
Total Score						
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	57				
Average Score	4.75				

Overall recommendation : Improve recording.


ARTHUR H. TAMBONG, FPSAE
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LORBERT G. MAZO**

Performance rating: **4.715 (O) for the period January-June 2019**

Aim: The employee as an effective and efficient implementor of 5S and ISO standards in the Department of Agricultural and Biosystems Engineering (DABE).

Proposed Interventions to Improve Performance: Standardization of office management

Date: January 2019

Target Date: June 2019

First Step

- Re-orientation on 5S
- Re-orientation on ISO standards

Result:

- Refreshed knowledge on 5S
- Refreshed knowledge on ISO standards

Date: July 2019

Target Date: December 2019

Next Step:

- Implementation of 5S
- Implementation of ISO standards

Outcome:

- No outcome yet/Not applicable for period January-June 2019

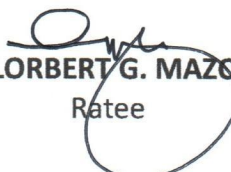
Final Step/Recommendation:

- Enhance implementation of 5S
- Enhance implementation of ISO standards

Prepared by:

ARTHUR IT. TAMBONG, FPSAE
Head of Unit

Conforme:


LORBERT G. MAZO
Ratee